

**RICHMOND COUNTY**



**BOARD OF EDUCATION**

864 Broad Street – 4<sup>th</sup> Floor  
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**JIMMY ATKINS**  
President

**DR. KENNETH BRADSHAW**  
Superintendent of Schools

**BOBBY A. SMITH, CPA**  
Chief Financial Officer

**TO:** All Principals  
**FROM:** Bobby Smith, Federal Impact Aid Coordinator  
**DATE:** September 22, 2020  
**RE:** 2020-2021 Federal Impact Aid Student-Parent Survey

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The attached information deals with the **2020-2021 Federal Impact Aid Student-Parent Survey**, which will be conducted on **October 6, 2020**. This annual survey determines the number of federally connected students in our schools for which our school system receives federal impact aid funds. These funds provide partial reimbursement to our school system as a result of the presence of a military installation and other federal buildings located in our school system boundaries.

I have included instructions for you, your coordinator, and homeroom teachers. This information will assist you in completing a successful and accurate survey of your students.

Special attention should be given to the following dates:

- **September 30 - October 2, 2020** - survey cards will be delivered to schools
- **Tuesday, October 6, 2020** - survey cards are **to be sent home** with students
- **October 7, 2020** – Students return cards to schools
- **October 25, 2020** – Cards due...Hand deliver to Val Sherman, Central Office, 1<sup>st</sup> Floor, Room 108.3

**PLEASE NOTE:** *Under no circumstance should student be suspended, assigned In-School Suspension, or given detention for failing to return a card.*

If you have any questions or need additional cards, please contact Ms. Sherman at 706 826-1000, extension 5688, or email, [shermva@boe.richmond.k12.ga.us](mailto:shermva@boe.richmond.k12.ga.us).

Enclosures

Principal's Instructions  
Coordinator's Instructions  
Teacher's Instructions

RICHMOND COUNTY BOARD OF EDUCATION

2020-2021 FEDERAL IMPACT AID  
STUDENT-PARENT SURVEY  
October 6, 2020

**PRINCIPAL'S INSTRUCTIONS**

1. Please impress upon everyone the importance of this survey. **PLEASE MAKE SURE YOU HAVE AN ACCURATE COUNT ON MILITARY STUDENTS.**

Note: **DO NOT RELEASE CARDS BEFORE SURVEY DATE.**

2. If you are not going to personally work with the survey, please appoint someone as Coordinator who will have the time and energy to see that this survey is completed and that all cards are thoroughly reviewed. **Copies of instructions for your coordinator and teachers are attached.**
3. Cards are to be **SENT HOME** on **Tuesday, October 6, 2020.** MARK YOUR CALENDAR.
4. **EXTRA CARDS** may be picked up from Ms. Sherman, Central Office, 1<sup>st</sup> Floor, Room 108.3. She can be reached at 706 826-1000, ext. 5688 or by email, [shermva@boe.richmond.k12.ga.us](mailto:shermva@boe.richmond.k12.ga.us).
5. Please assist the Coordinator with students who do not return their cards, and students who are slow in returning their cards. We need a card on every student.
6. IF YOU ARE IN DOUBT AS TO WHETHER OR NOT A PROPERTY CLAIMED IS A FEDERAL PROPERTY, CALL MS. SHERMAN FOR CLARIFICATION.
7. **GROUP CARDS** into **THREE CATEGORIES:**
  - YES** (Federal connected) – **ALPHABETIZE**
  - LRH** (Low Rent Housing) – **SEPARATE by Property. ALPHABETIZE.**
  - NO** (Not Federally Connected) - **ALPHABETIZE**
8. **HAND DELIVER CARDS TO MS. SHERMAN, CENTRAL OFFICE, 1<sup>st</sup> FLOOR, ROOM 108.3, by OCTOBER 25, 2020.**

**DO NOT SEND SURVEY CARDS THROUGH THE PONY**

RICHMOND COUNTY BOARD OF EDUCATION  
2020-2021 FEDERAL IMPACT AID  
STUDENT-PARENT SURVEY  
**October 6, 2020**

**COORDINATOR'S INSTRUCTIONS**

1. Determine that you have sufficient cards to issue one per student. Additional cards can be picked up from Ms. Sherman at the CENTRAL OFFICE 1<sup>st</sup> Floor, Room 108.3. She can be reached at 706-826-1000, extension 5688.
2. **ISSUE CARDS TO HOMEROOM TEACHERS** so that the cards go home with students on **TUESDAY, OCTOBER 6, 2020**.
3. **SET A DATE** for cards to be returned to the office. This date should be 1-2 school days after the survey date. If cards have not been returned because of absence or failure to return cards, you will need to assist teachers by talking with the student, calling parents, etc.
4. **Cards should be turned in to you in alphabetical order.**
  - ✓ Check cards for complete information (**school, name, address, date of birth, signature**)
  - ✓ GROUP CARDS into three categories. ALPHABETIZE
    - **YES** – (Federal connected – military and civilians employed on federal property)
    - **LRH** - (LOW RENT HOUSING) – **SEPARATE** by Property
    - **NO** – Not federally connected
5. Common errors: *NO ADDRESS; RANK OF MILITARY PARENT* is missing; *NO PARENT/GUARDIAN SIGNATURE*. All are required.
6. CARDS are due on October 25, 2020 to Ms. Sherman at CENTRAL OFFICE, 1st Floor, Room 108.3.

**DO NOT SEND CARDS THROUGH THE PONY**

RICHMOND COUNTY BOARD OF EDUCATION  
2020-2021 FEDERAL IMPACT AID  
STUDENT-PARENT SURVEY  
October 6, 2020

**HOMEROOM TEACHERS' INSTRUCTIONS**

1. **COUNT CARDS** to determine that you have a card for each student on roll.
2. **COMPLETE** the **BLOCK IN THE UPPER RIGHT CORNER** of the card. The line for **“Special Program”** is to list the type of special needs program a student is enrolled in. EXAMPLE: SLD, EBD, HI, OI, OHI, VI, TBI, MIID, MOID, SID, PID, SPEECH, DEAF, BLIND, AUTISM, etc.  
**DO NOT INCLUDE EIP OR GIFTED.**
3. **SEND CARDS HOME on Tuesday, October 6, 2020.** Cards are to be returned the next day.
4. **Make a record of students who are absent or who did not receive a card.**  
Please send a card home with the student upon his/her return to school.
5. **When cards are returned to you, make sure each card has:**
  - **Complete name**
  - **Current street address (P O BOX IS NOT ACCEPTABLE)**
  - **Date of birth**
  - **School, teacher, grade, and special needs program indicated**
  - **Parent/guardian signature AND date**
  - **Military parent/guardian Branch of Service and Rank**
6. Sort survey cards into three categories:
  - a. YES Federal connected (**ALPHABETIZE**)
  - b. LRH Low Rent Housing (**ALPHABETIZE**)
  - c. NO Non-federal (**ALPHABETIZE**)

**LIST STUDENTS WHO HAVE NOT RETURNED CARDS. GIVE LIST TO COORDINATOR.**

TEACHER \_\_\_\_\_ SCHOOL \_\_\_\_\_

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RICHMOND COUNTY BOARD OF EDUCATION  
2020-2021 FEDERAL IMPACT AID  
STUDENT-PARENT SURVEY SUMMARY SHEET  
Survey date is October 6, 2020

**PLEASE RETURN THIS FORM WITH YOUR FEDERAL CARDS**

SCHOOL \_\_\_\_\_ ENROLLMENT \_\_\_\_\_

COORDINATOR \_\_\_\_\_

TOTAL FEDERAL CONNECTED STUDENTS \_\_\_\_\_

TOTAL STUDENTS LIVING IN LOW RENT HOUSING \_\_\_\_\_

TOTAL "NOT CONNECTED" STUDENTS \_\_\_\_\_

TOTAL CARDS RETURNED \_\_\_\_\_